

Pre-Application Technical Assistance Webinar

Community Services Block Grant (CSBG)
Legal Training and Technical Assistance (T/TA) Center

HHS-2017-ACF-OCS-ET-1218



ADMINISTRATION FOR
CHILDREN & FAMILIES

Agenda

Welcome/Introductions and Overview of the CSBG and the CSBG Network

Commander William Bolduc, CSBG Operations Branch Chief
Division of Community Assistance
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Overview of the CSBG Legal Training and Technical Assistance Center

Jamia Furbursh, Program Specialist
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Closing Remarks

Commander William Bolduc, CSBG Operations Branch Chief
Division of Community Assistance
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Goals of Today's Call

The goal of the webinar is to provide background information on the CSBG Legal (T/TA) FOA and provide potential applicants an overview of CSBG.

Joining and participating in this webinar is voluntary. Only the information provided in this FOA will be presented. This is a pre-recorded webinar; therefore, no question and answer portion will be conducted during the session.

Participants will remain anonymous on the webinar. Opting not to participate in the webinar will not affect eligibility, application scoring, or selection process.

Applicants can access the recording on the OCS website at <https://www.acf.hhs.gov/ocs/resource/csbg-powerpoint-show-legal-training-and-technical-assistance-center-pre-application-call-fy-2017>.

COMMUNITY SERVICES BLOCK GRANT (CSBG) OVERVIEW

CSBG Overview

The role of the Office of Community Services (OCS), as it related to the Community Services Block Grant (CSBG), is to provide assistance to states and local communities working through a network of CSBG-eligible entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient.

CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers' or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities.

The funds support a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly.

The CSBG Network

Eligible Entities

Over 1,000 agencies provide anti-poverty services and advocacy in 99% of American counties. Approximately 80% of these agencies are 501(c)3 non-profits, and 20% are public entities, part of a city or county government. These organizations are strongly community-based, with local board control, addressing poverty in a place-based system. Agencies typically run multiple programs in their mission to address the causes and the effects of poverty. CSBG funded Community Action Agencies are eligible entities.

Regional Performance and Innovation Consortium (RPIC) and State Associations

A key part of the Training and Technical Assistance network, State Associations provide member services, coordination, training and often host conferences. One Association in each region is designated as the lead agency (the RPIC) to coordinate communication and training in their ACF region, including sub-granting funds to the other State Associations.

The CSBG Network

State CSBG Lead Agency

Housed within state governments, these are the offices with the responsibility to fund, support and monitor local agencies. State Offices typically work closely with both the local community action agencies and the State Association, and are responsible for the State CSBG Plan, incorporating the agency plans for activities in their communities, as well as the annual reporting of outcomes.

National T/TA Partners

CSBG funds are awarded to several national organizations with knowledge and expertise in providing services to and/or working on behalf of low-income citizens and communities. These organizations are funded to provide training and technical assistance (T/TA) to the CSBG Network.

The CSBG Network

The Office of Community Services (ACF/HHS/OCS)

The federal Office of Community Services (OCS) partners with states, communities and agencies to eliminate causes of poverty, increase self-sufficiency of individuals and families and revitalize communities. In addition to the Community Services Block Grant, other OCS programs include the Social Services Block Grant, the Community Economic Development Program, the Rural Community Development Program, and the Low Income Home Energy Assistance Program.

FUNDING OPPORTUNITY ANNOUNCEMENT: OVERVIEW

Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. 9903(b)(2)(A) and 9913).

Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-eligible entities, or statewide or local organizations, or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive an award.

Individuals (including sole proprietorships) are not eligible for funding.

Anticipated Number of Awards

OCS expects to fund one cooperative agreement through this funding opportunity announcement (FOA).

Anticipated Project Period

- The projected project period is three (3) years (36-month Project Period with three 12-month Budget Periods).
 - The anticipated start date for this project is September 30, 2017.
- The overall program plan should be for the project period. However, specific details should be included for each budget period.
- Budget documents should be for annual budgets (three 12-month budget periods).

Purpose of the Cooperative Agreement

OCS will support a cooperative agreement for the Community Services Block Grant (CSBG) Legal Training and Technical Assistance (T/TA) Center.

Two prior cooperative agreements supported by OCS funded the development and initial implementation of CSBG Legal T/TA Center.

Through this new cooperative agreement, OCS will:

- Provide continued supportive T/TA strategies for organizational assessment that can be utilized by states and local CSBG-eligible entities.
- Ensure that CSBG-eligible entities set and meet organizational standards for operations and accountability.
- Support the implementation of T/TA strategies designed for CSBG-eligible entities to help address legal issues.

Coordination with Other OCS-funded T/TA Projects

The grantee is expected to partner with the CSBG Organizational Standards Center of Excellence (COE) and provide T/TA to CSBG-eligible entities on legal topics particularly relevant to compliance with 45 CFR Part 75 and CSBG organizational standards.

Goals of the Cooperative Agreement

This cooperative agreement will assist State CSBG Lead Agencies, State Associations and CSBG-eligible entities with three goals:

1. **Provide organizational stabilization and support** for CSBG-eligible entities experiencing significant fiscal, organizational or legal challenges;
2. **Increase capacity-building to enhance knowledge and understanding** of statutory and regulatory requirements and to ensure legally sound program management; and
3. **Promote exemplary legal practices and policies** at the state and CSBG-eligible entity level.

CSBG Legal T/TA Center Requirements

- **Provide T/TA in capacity development** to address changing legal and regulatory issues affecting CSBG-eligible entities in the CSBG Network;
- **Partner and collaborate with the CSBG Organizational Standards COE** in addressing legal aspects related to the implementation of organizational standards in the CSBG Network. The organizational standards focus on increasing accountability and organizational performance by assisting State CSBG Lead Agencies, Regional Performance and Innovation Consortia (RPIC), and local CSBG-eligible entities in setting and meeting high performance standards;
- **Assist State CSBG Lead Agencies in adopting organizational standards**, including following state administrative law for adoption of rules and regulations, which may include notice and comment periods and/or hearings, and in some cases, approval by the state legislature;
- **Assist with the development of revised CSBG contracts and Community Action Plans** in coordination with State CSBG Lead Agency legal counsel;
- **Provide T/TA support and organizational stabilization to CAAs and other CSBG-eligible entities** experiencing significant fiscal or organizational challenges, including entities that are considering options for strategic restructuring, shared administrative or service arrangements, mergers, or implementation of aspects of the CSBG Performance Management Framework; and
- **Present at a T/TA conference** in Washington, DC, during each year of the grant. The presentation will discuss exemplary legal practices and policies that have been implemented within specific states or by CSBG-eligible entities.

CSBG Legal T/TA Center Required Activities

- **Research**
 - **Remain up to date on national requirements** affecting CSBG such as uniform administrative requirements, changes to the CSBG Statute, and official OCS guidance such as the CSBG Information Memorandums.
- **Issue Briefs**
 - **Write brief plain-language issue papers** on key legal topics of interest to CSBG-eligible entities and State CSBG Lead Agencies.
- **Webinars and Training**
 - **Conduct high-quality, live training sessions on legal topics of interest** to enhance general knowledge and understanding of CSBG statutory and regulatory requirements and the ability to address changing legal and regulatory issues affecting CSBG-eligible entities and State CSBG Lead Agencies;
- **Conduct webinars on legal topics of interest** to CSBG-eligible entities and the states;
- **Create online toolkits** that provide resources that will be easily accessible to the entire CSBG Network;
- **Conduct financial management conference calls;**
- **Create an electron mailing list** that provides information on legal and financial management issues; and
- **Present at a T/TA conference in Washington, DC** during each year of the grant.

CSBG Legal T/TA Center Required Activities (cont.)

- **Individual Consultations to CSBG-Eligible Entities**
 - **Provide consultation for CSBG-eligible entities experiencing significant fiscal or organizational challenges**, including consultation focused on entities that are considering legal options for strategic restructuring, shared administrative or service arrangements, or mergers. Provide consultations with State CSBG Lead Agencies to assist them with incorporating organizational standards in their CSBG Plans, developing organizational by-laws, and modifying organizational procedures and practices to ensure compliance with all standards.
 - **Participate in National Work Groups on organizational standards and performance management, legal and rulemaking requirements** to provide input and to assure consistency with the CSBG Act and other laws and regulations relating to the CSBG.

Anticipated Substantial Federal Involvement

- OCS review of all Legal T/TA Center grantee meeting materials prior to kick-off meeting;
- Convening in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
- Reviewing and ensuring that the Legal T/TA Center work plans accurately outline the intended activities and performance of the Legal T/TA Center activities;
- Identifying CSBG T/TA grantees that require T/TA assistance in compiling innovative, exemplary practices related to organizational stability and support for CSBG-eligible entities experiencing significant fiscal or organizational challenges; education, training, and knowledge management to enhance general knowledge and understanding of CSBG statutory and regulatory requirements; and promotion of exemplary legal practices and policies related to organizational approaches; and
- Participating in joint webinars with national CSBG T/TA partners and facilitating the exchange of information that helps to identify common quality improvement issues.

APPLICATION REQUIREMENTS

Project Summary/Abstract

- Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served
- The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed

** The project summary/abstract is referenced in Section IV.2. The Project Description (page 26 of 55)*

Expected Outcomes

- The applicant must describe in detail the expected achievements and likely outcomes for the CSBG Legal T/TA Center and the CSBG Network based on the three major focus goals stated in *Section I. Program Description, Goals of the Project and Key Elements of the Project*.

** Please review Section IV.2: Project Description of the FOA for additional information on the expected outcomes under this cooperative agreement (page 26 of 55)*

Organization and Procedures

- A clear plan for the organizational development and operational structure for the Legal T/TA Center.
- The plan for the Legal T/TA Center must present a well-conceived overall approach to the project, including details demonstrating that the project will be structured in an effective way and must achieve the purpose and goals as stated in *Section I. Program Description, Goals of the Project and Key Elements of the Project*.

* Please review *Section IV.2: Project Description of the FOA* for additional information on the expected outcomes under this cooperative agreement (page 26 of 55)

Implementation Plan

- The implementation plan must include a clear and comprehensive vision of how the proposed CSBG Legal T/TA Center would operate, including a reasonable timeline for implementing the proposed project. An approach must focus on assessment, planning, the development and implementation of T/TA strategies, and follow-up.
- The plan for the CSBG Legal T/TA Center must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented in an effective way and will achieve the purpose and goals stated in *Section I. Program Description* and address the points outlined in the **Approach** section of the funding opportunity announcement.

** Please review Section I: Project Description of the FOA for additional information on the expected outcomes under this cooperative agreement (page 5 of 55).*

Program Performance Evaluation Plan

The applicant must provide a narrative addressing how the project and its results will be evaluated.

- The application describes the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved;
- The application describes how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed, and the ways in which the proposed plan will help OCS address long-term T/TA needs related to quality improvement support in the CSBG Network. The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones;
- The application describes plans for evaluating outcomes from regionally focused T/TA efforts; and
- The application describes plans for evaluating the impact of T/TA activities on the organizational capacity and performance of organizations that receive T/TA.

** Please review Section IV.2: Project Description of the FOA for additional information on the Program Performance Evaluation Plan under this cooperative agreement (page 26 of 55).*

Application Review Information

Criteria Sections	Points
Objectives and Need for Assistance	10
Organization and Procedures	20
Implementation Plan	20
Organizational Capacity	20
Budget and Budget Justification	10
Outcomes Expected	10
Program Performance Evaluation Plan	10

Project Description

Page Limitations and Content

The **combined** page number limitation for the Project Description and the Appendices must not exceed 150 pages.

The Project Description has a suggested limitation of **75 pages** and all items must be labeled, numbered, and organized clearly in the Table of Contents:

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Organizational Capacity
- Dissemination Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification

Project Description

Page Limitations and Content (cont.)

The Appendices also has a suggested limitation of **75 pages** and all items must be labeled, numbered, and organized clearly in the Table of Contents:

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support
- Resumes
- Other Supporting Documentation

Review Process

- Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed
- Non-Federal reviewers will conduct objective review based on the criteria identified in the program announcement

Submission

- Applicants are strongly encouraged to submit in advance of the deadline.
- Electronic submission required through <http://www.Grants.gov>
- Electronic applications received after 11:59 p.m. Eastern time will be disqualified
- Applicants that do not have internet connection or sufficient computing may contact ACF for an exemption to submit in paper format

For Questions or Comments

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or

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